Department of Human Resources
Carroll County Government
225 North Center Street, Room 100
Westminster, Maryland 21157
410-386-2129

Currently accepting applications for:
Administrative Assistant
Carroll County Workforce Development

An Equal Opportunity Employer

Administrative Assistant – Carroll County Workforce Development
$41,018 annually ($19.72 hourly) (Grade G09), 40 hours per week, *contingent position**
Hours are typically Monday through Friday from 8:00 am – 5:00 pm
Apply by 5:00 pm on Friday, May 6, 2022

Carroll County Workforce Development is currently searching for an organized, energetic and self-directed Administrative Assistant to join our professional team. CCWD is Carroll County's American Job Center where jobseekers and businesses come for support, guidance and career development.

As the Administrative Assistant, you will provide support to the manager and leadership team in the delivery of multiple federal grants. You will be a point of contact between the manager and the local workforce development board, community partners and MD Labor. You will coordinate day to day activities of the agency including digital and paper files, staff calendars, scheduling meetings, and updating agency policy.

The ideal candidate will have strong computer and social media skills, have the initiative to take on tasks and challenges, and have excellent communication skills.

See next page for the full job description

Qualifications:

1. High school diploma or general education diploma (GED)
2. Four years administrative/office/customer service experience*
3. Type at no less than 45 words per minute

**A comparable amount of training and experience may be substituted for the minimum qualifications*

Benefits of working for Carroll County Government:

- ✓ Low-cost, no deductible healthcare plans (including prescription and vision)
- ✓ Low-cost dental insurance
- ✓ Paid holidays

**Contingent employees are hired under an employment contract which includes paid time off and an additional 3% salary contribution for retirement.*

How to apply:

- Apply online: https://careers.carrollcountymd.gov/openings/
- Pick up an application in our office: 225 N. Center Street, Room 100, Westminster, MD 21157
- Call the Carroll County Job Hotline to request an application: 410-386-2020
- Applications must be submitted by 5:00 pm on the date the job closes
- Applications are **not** accepted by fax or email

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The County Commissioners of Carroll County recognize the rights of all people, including County employees, to equal opportunity. Discrimination against County employees on the basis of age, religion, gender, race, color, national origin, sexual orientation, marital status, physical or mental disability is strictly prohibited. The Americans with Disabilities Act, Titles I and II, applies to County government employment. If you have questions, suggestions, or complaints, please contact Kimberly L. Frock, Director and Carroll County Government Americans with Disabilities Coordinator for employment, at the Department of Human Resources (410-386-2129) or Md. Relay 711/800-735-2258. The mailing address is 225 North Center Street, Westminster, MD 21157.

ADMINISTRATIVE ASSISTANT

GENERAL RESPONSIBILITIES

Provides a variety of highly skilled clerical and administrative tasks independently for Carroll County Workforce Development. Provides grant support and detailed administrative projects as assigned under the direction of the agency manager. May provide some direction or supervision to other clerical staff.

ESSENTIAL TASKS may include the following; other duties may be assigned.

1. Provide direction to clerical staff and may perform some supervisory responsibilities in accordance with the current Carroll County personnel Ordinance, County policies and applicable laws
2. Manage calendars, coordinate schedules and make appointments
3. Screen and provide information in response to telephone calls and emails, responding independently when possible
4. Compose, prepare, and process complex and confidential correspondence
5. Establish and organize paper and computer records management/file systems
6. Coordinate meetings, programs or events by making appropriate arrangements, preparing and issuing information and agendas, coordinating speakers, processing minutes and other pertinent information
7. Research and develop administrative resources and methodologies that create timely and efficient workflow
8. Provide advanced clerical support in overall office operations, assignments, and projects
9. Train co-workers in office operations, assignments and projects
10. Monitor the departments operating budget and manage office related expenses
11. Perform related duties as to specific assignments
12. Respond to questions regarding overall departmental policies, procedures, and practices
13. Any employee may be identified as Essential Personnel during emergency situations
14. Provide service to customers by answering questions, providing information, making referrals, and assuring appropriate follow-through and/or resolution
15. Communicate with managers, supervisors, co-workers, citizens, and others, maintains confidentiality; and represents the County

EDUCATION AND EXPERIENCE

1. High school diploma or general education diploma (GED)
2. Four years administrative/office/customer service experience *

* A comparable amount of training and experience may be substituted for the minimum qualifications.

KNOWLEDGE, SKILLS AND ABILITIES

1. Type at no less than 45 wpm
2. Read and interpret personnel information, policies, procedures, and legal documents
3. Write reports, correspondence, and procedure manuals
4. Respond to inquiries and complaints from employees and citizens
5. Demonstrate strong mathematical skills and bookkeeping skills
6. Solve practical problems with a variety of variables
7. Interpret a variety of instructions furnished in oral, written, diagram or schedule form
8. Demonstrate proficiency with computer software programs and/or other applications